

Time Line
County EMS Model

MILESTONES COMPLETED TO DATE:			
Task	Start Date	End Date	Authority
TMH announces intention to discontinue EMS services	-	9/20/02	TMH
Board Workshop to review existing EMS system/ creation of EMS Advisory Council (EMSAC)	-	10/22/02	BOCC
Board Expands EMSAC membership/directs them to study multiple EMS models	-	11/26/02	BOCC
Repeated meetings held to identify best EMS model for Leon County	11/26/02	1/27/03	EMSAC
Board Workshop to review EMSAC findings and recommendations. Board directs staff to develop contract with TFD for EMS	-	1/28/03	BOCC
Board approves retention of Fitch Group for development of business plan for TFD.	-	2/25/03	BOCC
Board holds public hearing, adopts ordinance creating EMS MSTU.	-	6/11/03	BOCC
County and City staff meet to review Consultants Report and negotiate County/City Contract for EMS	6/12/03	6/23/03	County Administrator/ City Manager
Board directs staff to create County-run EMS/Directs staff to issue RFP for TMH to continue EMS through December 31, 2003.	-	6/24/03	BOCC
City Commission Approves County-wide EMS MSTU for one year period	-	6/25/03	City of Tallahassee Commission

TIME LINE OF FUTURE MILESTONES FOR PROGRAM IMPLEMENTATION BY JANUARY 1, 2004			
Task	Start Date	End Date	Authority
BUDGET ISSUES:			
Submit tentative EMS timeline and FY 03/04 budget plan to Board	6/26/03	7/8/03	County Administrator
Lock MSTU maximum millage rate	7/8/03	7/22/03	BOCC
Set MSTU millage rate	9/16/03	9/23/03	BOCC
PERSONNEL:			
Research paramedic salary/ complete salary survey	6/26/03	7/31/03	County Administrator
Publish paramedic advert.	7/1/03	7/31/03	County Administrator
Intv'w/Hire paramedic/EMT	8/1/03	12/1/03	County Administrator
Secure EMS Director	6/24/03	8/15/03	County Administrator
Secure Operations Director	6/24/03	8/15/03	County Administrator
Secure Medical Director	4/22/03	10/1/03	County Administrator
Secure Administrative Manager	6/26/03	10/1/03	County Administrator
Secure Human Resources Analyst	6/26/03	8/15/03	County Administrator
LEGAL/TECHNICAL:			
Update ordinance for new EMS model	10/1/03	11/31/03	County Attorney and County Administrator
Apply state EMS permit	10/1/03	12/1/03	County Administrator
Apply Medicare provider	7/15/03	10/1/03	County Administrator
Apply Medicaid provider	7/15/03	10/1/03	County Administrator
EMS ADMINISTRATIVE:			
Develop EMS operations model	6/26/03	9/1/03	County Administrator
Develop EMS administrative plan	6/26/03	11/1/03	County Administrator

Task	Start Date	End Date	Authority
Prepare RFP for Billing/Collections (B/C)	7/22/03	8/25/03	County Administrator
Issue RFP for Billing/Collections	-	8/26/03	BOCC
Select firm for B/C, direct staff to negotiate contract	-	9/23/03	BOCC
Negotiate contract for B/C	9/23/03	10/14/03	County Administrator
Approve contract for B/C	-	10/14/03	BOCC
Implementation B/C	10/14/03	12/31/03	County Administrator
FACILITIES/FLEET:			
Finalize space plan	6/26/03	8/15/03	County Administrator
Secure EMS HQ space	7/15/03	10/15/03	County Administrator
Secure medical storage area	7/15/03	10/15/03	County Administrator
Secure "EMS Post" space	7/15/03	12/15/03	County Administrator
Secure fleet space for vehicles, ambulances, etc.	7/15/03	10/15/03	County Administrator
Develop plan for fleet maintenance	6/26/03	7/31/03	County Administrator
Negotiate purchase of TMH vehicles/equipment	7/1/03	10/14/03	County Administrator
Approve purchase of TMH vehicles/equipment	-	10/14/03	BOCC
Purchase new ambulances/vehicles	7/1/03	ongoing per replacement schedule	County Administrator
COMMUNICATIONS:			
Sheriff's Office to determine MIS needs	6/26/03	7/1/03	Leon County Sheriff's Office (LCSO)
Interview/hire Dispatchers	9/1/03	12/15/03	LCSO
Evaluate/purchase TMH communication equipment	7/1/03	10/14/03	LCSO
Approve purchase of TMH communication equipment	-	10/14/03	BOCC
Complete MIS operational plan for Communications	6/26/03	7/31/03	LCSO